TETERBORO AIRPORT
Fire Watch Guidelines

In the event of fire suppression system impairment, ***FIRE WATCH GUIDELINES*** shall be implemented as noted below. Notify Airport Operations by completing and forwarding the ***FIRE PROTECTION IMPAIRMENT NOTIFICATION*** form.

1. The Fire Watch shall be continuous with no interruptions
2. Fire watch personnel shall have formal training in the use of portable fire extinguishers. This shall include practical live fire training.
3. A minimum of two qualified fire watches must be provided for each building/area; can be more depending on size and area covered.
4. Fire watch personnel shall be English speaking and be familiar with a reliable notification system (i.e. radio, telephone, pull box). They should be instructed to notify the Airport Operations (1-201-288-1775 [1]) immediately of a potential fire emergency.
5. FIRE WATCH PERSONNEL SHALL HAVE NO DUTIES OTHER THAN THAT OF FIRE WATCH. If a security watch is necessary, additional personnel must be provided.
6. Fire watch personnel shall make rounds as designated by the facility management at predetermined intervals, not to exceed thirty minutes apart. Verification that patrols are made of all areas must be recorded in a logbook.
7. Fire watch personnel shall be familiar with the site, systems, hazards and exposures. Each watch shall be familiarized as shift changes occur.
8. Fire watch personnel shall be aware of the limitations of fixed and portable extinguishing equipment.
9. Fire watch personnel shall be accountable to the building management. The Port Authority Police, Fire Marshal shall reserve the right to disqualify any contracted fire watch if it is felt that the fire watch is not up to standard.
10. Fire watches and contract service for fire watches shall comply with the applicable section of NFPA 601-Security Services in Fire Loss Prevention.
11. All hot work or spark-producing operations in the building(s) must be prohibited until all fire protection systems have been restored.

Once fire suppression system restoration is complete, subsequently canceling the need for fire watch, the Facility Contact person shall notify TEB Airport Operations in accordance with the ***FIRE PROTECTION IMPAIRMENT NOTIFICATION*** form. Airport Operations will notify PANY&NJ Risk Management when the impairment is restored.

CONTACT TELEPHONE NUMBERS:

Teterboro Airport Operations 1-201-288-1775 [1]
Port Authority Police (routine) 1-973-961 6230

TETERBORO AIRPORT
Fire Protection Impairment Notification

IMPAIRMENT (To be completed by Facility Contact)

Prior to impairment, Facility Contact person will fax this form to **TEB Airport Operations** at **(201) 393-0398** with the following information:	
LOCATION:	**TEB**
Facility on Airport:	
Contact Person/Company/Department:	
Contact Telephone Number:	
Describe Impairment:	
Cause of Impairment:	
Date & Time of Impairment:	
Expected Date & Time of Repair/Restoration:	
Other Fire Protection in Area:	
Interim action:	
Additional Information: (Wet or Dry System)	
Tenant shall evacuate all aircraft from the hangar until they satisfy PANYNJ Inspection & Safety requirements to re-occupy hangar _____ *(Facility Contact Signature)*	

TEB Airport Operations will forward completed form via fax to the following two entities:

PANYNJ Inspection & Safety
(201) 216-2401 (facsimile)

PAPD Fire Marshal
(973) 961-6923 (facsimile)

RESTORATION (To be completed by Airport Operations)

Once restoration is complete, Facility Contact person will notify **TEB Airport Operations** at **(201) 393-4081** with the following information:	
Facility Contact Name:	
Date & Time of Repair/Restoration:	

When impairment is restored, TEB Airport Operations will notify the following two entities via fax:

PANYNJ Inspection & Safety
(201) 216-2401(facsimile)

PAPD Fire Marshal
(973) 961-6923 (facsimile)

Forward completed form and fax receipt to Operations Manager and Maintenance Manager.